For grouping of these categories, select in the results of the pivot table all the individual field values that you want to put together in the group. With more than one cell selected, choose **Data > Group and Outline > Group** on the Menu bar, or press *F12* on the keyboard, to group the selected cells.

> ℹ️ **Tip**
>
> You can select several non-contiguous cells by pressing and holding the *Control* key while clicking with the mouse.

Given the input data shown in Figure 275, create a pivot table with Department in the *Row Fields* area and Sum - Sick days in the *Data Fields* area. The result should be as shown in Figure 276.

Last name	First name	Department	Sick days
Meier	Hans	Sales	7
Muller	Karin	Accounting	7
Schuster	Josef	Purchasing	3
Huber	Ema	Purchasing	3
Aigner	Hermann	Production	7
Schulze	Josef	Production	7
Schroder	Gerhard	Production	4
Forster	Inge	Assembly	4
Meier	Gunter	Assembly	1
Gabriel	Juri	Warehouse	0
Schumacher	Helmut	Warehouse	5

Figure 275: Database with text categories

Department ▼	Sum - Sick days
Accounting	7
Assembly	5
Production	18
Purchasing	6
Sales	7
Warehouse	5
Total Result	**48**

Figure 276: Pivot table with text categories

In the results of the pivot table select Accounting, Purchasing, and Sales in the Department column. Select **Data > Group and Outline > Group** on the Menu bar or press *F12* on the keyboard. The pivot table result updates to reflect the new group, as shown in Figure 277.

Department2 ▼	Department ▼	Sum - Sick days
Assembly	Assembly	5
Group1	Accounting	7
	Purchasing	6
	Sales	7
Production	Production	18
Warehouse	Warehouse	5
Total Result		**48**

Figure 277: Summary of single categories in one group

In the updated pivot table result, select Assembly, Production, and Warehouse in the Department column. Select **Data > Group and Outline > Group** on the Menu bar or press *F12* on the keyboard. The pivot table updates again to reflect the new group, as shown in Figure 278.